# KEES Duplicate Person Process

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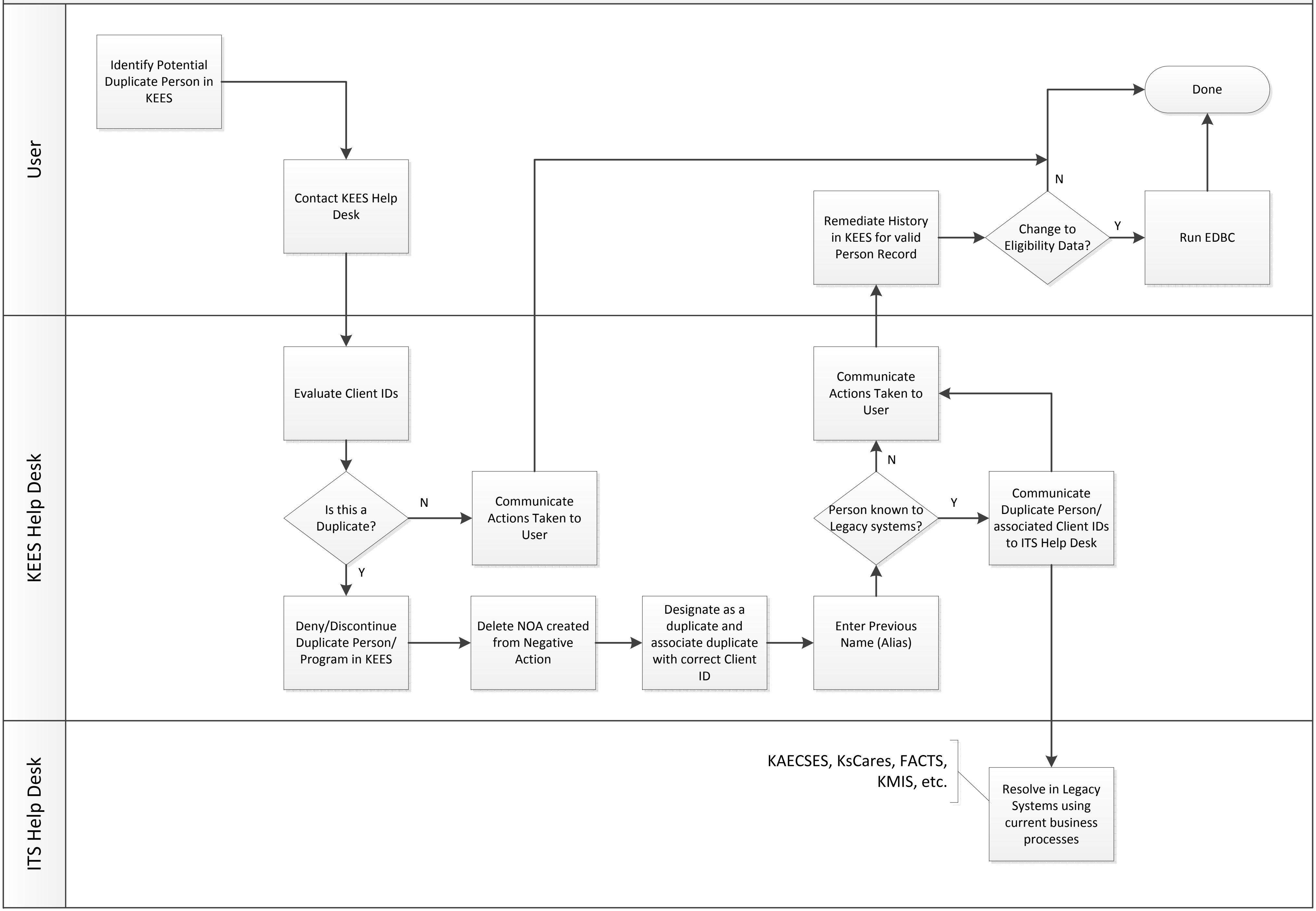

# Duplicate Person Process Flow

Step 1: Identify Potential Duplicate Person in KEES (User)

Step 2: Contact KEES Help Desk (User)

Step 3: Evaluate Client ID's (KEES Help Desk)

Step 4: Is this a duplicate? (KEES Help Desk)

A. No

I. Communicate Actions Taken to User (KEES Help Desk)

B. Yes

I. Deny/Discontinue Duplicate Person/Program in KEES (KEES Help Desk)
II. Delete NOA created from Negative Action (KEES Help Desk)
III. Designate as a duplicate and associate duplicate with correct Client ID (KEES Help Desk)
IV. Enter Previous Name/Alias (KEES Help Desk)
V. Person known to Legacy systems? (KEES Help Desk)
   - A. Yes
     - i. Communicate Duplicate Person/associated Client IDs to ITS Help Desk (KEES Help Desk)
     - ii. Resolve in Legacy Systems using current business processes (ITS Help Desk)
     - iii. Continue steps below
   - B. No
     - i. Communicate Actions Taken to User (KEES Help Desk)
     - ii. Remediate History in KEES for valid Person Record (User)
     - iii. Change to Eligibility Data? (User)
       1. Yes – Run EDBC & Done
       2. No - Done